

**Engineer of Record RFP Committee
Meeting Minutes**

Monday, April 16, 2012
Manistee County Blacker Airport
Airport Conference Room

Committee

Members

Present: Chairman Duane Anderson & Ross Spencer

Members Absent: Robert Wilson

Others Present: Barry Lind, Airport Director

The meeting was called to order by Chairman Anderson at 1:00 P.M.

The committee met to obtain copies of proposals received as a result of the Airport Authority's request for firms desiring to provide engineering services to the Manistee County Blacker Airport. The request for proposals was published on the Michigan Aeronautics website.

The following three firms responded:

- Mead & Hunt Inc. – Lansing, Michigan (meadhunt.com)
- Prein & Newhof – Grand Rapids, Michigan (preinnewof.com)
- URS Corporation – Grand Rapids, Michigan (urscorp.com)

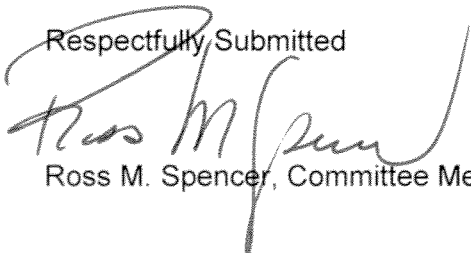
Barry Lind and Ross Spencer reported back to the Committee with a set of proposed questions to be used in the interview stage of the selection process. These were reviewed and accepted.

Barry Lind will schedule appointments with the three firms for the afternoon of Monday, May 7, 2012, with an alternate date of the afternoon of Wednesday, May 9, 2012, to be used if necessary.

The Engineering Committee will make their recommendation to the Airport Authority Board at their regularly scheduled meeting on Monday, May 14, 2012.

The meeting was adjourned 1:50 P.M.

Respectfully Submitted



Ross M. Spencer, Committee Member